

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Kris Schuller, Tony Theisen, Mark Tumpach

### ADMINISTRATION COMMITTEE

Thursday, January 27, 2011

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of December 16, 2010.

### Communications

1. Communication from Supervisor Theisen re: Request that all new administrative employees contribute to the Retirement System. *Referred from December 15, 2010 County Board meeting.*
2. Communication from Supervisor Scray re: Review and possible action regarding policy and penalties on delinquent taxes. *Held for a month.*
3. Communication from Supervisor Andrews re: To direct the Administration Committee to review the policy by which reclassifications take place in County Departments and to create a more specific procedure that better spells out the responsibilities of all parties.
4. Communication from Supervisor Nicholson re: For Human Resources to review the position of Clerk/Typist II if it's warranted for a reclassification.

### Facility & Park Management

5. Resolution re: To Authorize Aging and Disability Resource Center to Purchase Commercial Building at 331 South Adams Street, Green Bay, Wisconsin. *Motion at Facility Master Plan Subcommittee: To approve.*
6. Director's Report.

### Treasurer

7. Budget Status Financial Report for November, 2010.
8. Treasurer's Financial Reports for October and November, 2010.
9. Budget Adjustment Request (#10-174): Increase in publication costs due to the high volume of foreclosure advertising publication costs; increase in postage due primarily to postage rate increase and customers requesting receipts for tax payments.
10. Opening of Tax Deeds Bids.
11. Director's Report.

### Information Services

12. Budget Status Financial Report for November, 2010.
13. Budget Adjustment Request (#10-173): Increase IS equipment to cover expense for a switch which was purchased.
14. Unallocated Depreciation from Bonded Projects.
15. Director's Report.

### Human Resources

16. Budget Status Financial Report for November, 2010.
17. Human Resources Activity Report for December, 2010.
18. RFP for STD, FMLA & LTD Administration.
19. Director's Report.

**Dept. of Administration**

- 20. Budget Status Financial Report for November, 2010.
- 21. 2010 Budget Adjustment Log.
- 22. October and November, 2010 Vehicle Listing.
- 23. Director's Report.

**County Clerk**

- 24. Budget Status Financial Report for November, 2010.
- 25. Budget Performance Report for January 1, 2010 to November 30, 2010.
- 26. Director's Report.

**Corporation Counsel** – No agenda items.

**Child Support** – No agenda items.

**Other**

- 27. Audit of bills.
- 28. Such other matters as authorized by law.

Tom Lund, Chair

**Attachments**

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/admin/December\_2010.doc

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, December 16, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Jack Krueger, Tom Lund, Mark Tumpach, Kris Schuller, Tony Theisen  
**Also Present:** Kerry Blaney, Jackie Scharping, Bob Heimann, Debbie Klarkowski, Bill Dowel, Other Interested Parties

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- I. **Call Meeting to Order:**  
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.
- II. **Approve/Modify Agenda:**  
  
**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY**
- III. **Approve/Modify Minutes of November 18, 2010:**  
  
**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY**

### **Communication:**

1. **Communication from Supervisor Scray re: Review and Possible Action regarding Policy and Penalties on Delinquent Taxes. *Referred from November Admin Cmte meeting:***  
  
**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to hold until January meeting. MOTION APPROVED UNANIMOUSLY**

### **Treasurer:**

2. **Budget Status Financial Report for October 31, 2010:**
3. **Treasurer's Financial Report for the Month of September:**  
  
**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to suspend the rules and take 2 & 3 together and to receive and place on file. MOTION APPROVED UNANIMOUSLY**

Supervisor Tumpach indicated that he had become aware that the Treasurer's office was not participating in mandatory furlough days at the end of the December, asking how there can be savings in utilities if this office remained open while the others are closed.

Treasurer Kerry Blaney explained that this is a very busy time in the Treasurer's Office because of increased mail and people coming into the office to pay their taxes before year end. He stated that closing the office would put the staff behind, meaning that payments would not get to the bank in time.

Supervisor Krueger indicated that he has spoken to Blaney previously regarding alternate ways to pay taxes. The Treasurer's office has an arrangement with Bank Mutual who has eight locations throughout the county and residents should be encouraged to use this service. He stated that Brown County is one of the few Treasurer's office who allows the practice.

Supervisor Tumpach asked for a traffic count during this time period.

Suggestions were made to alleviate the practice in the next year, how to inform the public, etc., however, Blaney disagreed stating that coming to the Treasurer's office is a service that should be offered and it is not only the walk-ins, but the increased mail that has to be addressed.

*(Tony Theisen excused at 5:45 p.m. to attend Library Board meeting)*

Krueger asked that this item put on the January agenda for further discussion.

**Child Support:**

**4. Budget Status Financial Report for October 31, 2010:**

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**5. Budget Adjustment Request (#10-12): Interdepartmental Reallocation or Adjustment (including reallocation from the County's General Fund):**

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY**

Jackie Scharping reported that the State Joint Finance Committee has approved the allocation of \$2.4 million to the Child Support program. In the future she will be bringing forth a budget adjustment request.

**Information Services:**

**6. Budget Status Financial Report for October 31, 2010:**

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**7. Director's Report – December 2010:**

Bob Heimann highlighted items from his written report related to the following:

- Unified Communications System – VoIP phone system
- IP based security camera system
- Enterprise Resource Planning (ERP) financial software implementation
- Installation of imaging software and scanner
- Equipment installation to create a technology disaster recovery network

Concerns continue with PCI compliance related to credit card transactions, especially at the Library. Heimann stated that the lack of having PCI compliant software creates extra liability for all Brown County Departments that accept

credit card transactions. A request was made to have this item on the January agenda for further discussion.

Heimann reported that the IS Department continues to work with Human Services in a search for a new Electronic Medical Records System. The opportunity to partner with a local health care organization is being investigated.

Other projects in progress include:

- Implementation of a Library Sirsi-Dynix and Jail Offender Management system
- Software implementations for Microsoft Exchange 2010, MS Office 2010, and Windows OS7

Heimann stressed that shortage of staff is affecting work on many of these projects.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

**8. Human Resources Activity Report for October 31, 2010:**

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**9. Human Resources Activity Report for November 2010:**

**Motion made by Supervisor Schuller and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**10. Director's Report:**

Debbie Klarkowski had no additional reporting, however, indicated that she would be bringing a report in the next several months regarding the administration compression issue.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Facility & Park Management:**

**11. Budget Status Financial Report for October 31, 2010:**

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**12. Budget Adjustment Request (#10-145): Interdepartmental Reallocation or Adjustment (including Reallocation from the County's General Fund):**

Bill Dowell reported that this request was approved by the Public Safety Committee and is needed to complete the major 2010 arena project list to accommodate emergencies, carryover, and change in scope.

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**13. Director's Report:**

Bill Dowell highlighted the following activities during the last reporting period:

- Concrete placed at the arena was plain and not colored as had been suggested. He stated that the cost of colored was significantly higher. Dowell was asked to bring the bid tabulations to a future meeting. Chairman Lund asked what kind of product is being used for ice melt as it should be concrete friendly and Dowell agreed to provide this information.
- Interviews were conducted with architects today regarding renovation at the S& L building for the Sheriff's Department. Twelve proposals were graded and two interviews conducted, one with Raasch Construction and the other with AGL (Architects Group Ltd). The selection committee chose Raasch as the architect. He will provide a summary of their findings. This choice will go to the County Board for final approval. An attempt will be made to have the parking garage ready by May.
- As suggested by Supervisor Clancy, a visit by the Energy Team was made to the Orion plant to view their energy efficiency, consciousness, and their products. Dowell reported they did see lighting that may be appropriate for the new Sheriff's Department.
- Dowell reported that the Energy Team took two cars to this event, the hybrid with 4 people, and the van with 8. The hybrid used 4 gallons of gas, and the van 8, or 1.5 per person with the van, and 1.0 with the hybrid.
- With the loss of the employee assigned to renewable projects, Dowell reported that the department has regrouped. He stated that \$600,000 has been received from the Department of Energy to be used for energy savings.

**Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Dept of Administration:**

**14. Budget Status Financial Report for October 31, 2010:**

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**15. Budget Adjustment Request (#10-145): Increase in Expenses with Offsetting Increase in Revenue:**

It was explained that interest earned on the 2009 Build American Bonds must be deposited into the capital project funds and utilized for capital expenditures per IRS regulations. This adjustment reallocates the interest earned on capital projects during 2009 from Debt Service to the appropriate capital project fund.

**Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY**

16. **2010 Budget Adjustment Log:**

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

17. **2010 Grant Application Approval Log:**

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY**

18. **Director's Report – December 2010:**

Ellen Sorenson was not present, however, submitted a written report included in packet material.

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Corporation Counsel** – No Agenda Items

**County Clerk** – No Agenda Items

**Other:**

19. **Audit of Bills:**

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve audit of bills. MOTION APPROVED UNANIMOUSLY**

20. **Such Other Matters as Authorized by Law:**

**Next Agenda:**

- **Treasurer's Office – Tax Collection**
- **IS Department**
  - **Unallocated Depreciation**
  - **Risk Management Update – PCI compliance**
- **Facility & Park Mgt – Bid tabulations for plain vs. colored concrete**

**Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 7:05 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

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February 16, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO AUTHORIZE AGING AND DISABILITY  
RESOURCE CENTER  
TO PURCHASE COMMERCIAL BUILDING AT 331 SOUTH ADAMS STREET, GREEN  
BAY, WISCONSIN

WHEREAS, the Aging and Disability Resource Center (ADRC) serves a population of elderly and individuals with disabilities with a broad array of services including:

- 1) Helping individuals determine available options when the need for assistance arises;
- 2) Providing functional and financial screens for individuals to determine needs and eligibility for funding to pay for long term care services;
- 3) Administering a nutrition program that includes lunch at various dining sites and the Homebound Meals Program;
- 4) Providing financial counseling and assistance with applications for various benefits;
- 5) Operating "Add Life" recreational health and wellness programs; and

WHEREAS, the ADRC is located at 300 South Adams Street and leases space for packaging and delivery of meals for the Homebound Meal Program at 2538 Western Ave., Green Bay, WI; and

WHEREAS, Brown County will enter a Long-Term Care District (Family Care) in 2012, and with the advent of Family Care, ADRC's workload particularly as it relates to Functional



Financial Screening for long-term care will increase substantially and there will be a need to add staff; and

WHEREAS, there is currently a commercial building listed for sale at 331 South Adams Street, Green Bay, across the street from ADRC; and

WHEREAS, the real estate for sale includes 12 parking spaces, and the building is a one-story office building that would meet ADRC's space needs; and

WHEREAS, the building will provide necessary office space for ADRC staff and space to be used for packaging and organizing homebound meals for delivery to over 300 homes each day; and

WHEREAS, the property at 331 South Adams Street is currently listed for sale at \$345,000; and

WHEREAS, ADRC has planned for its expansion for several years and has saved sufficient funds to purchase this property and make necessary improvements; and

WHEREAS, the Facility Master Plan Subcommittee has reviewed the ADRC's need for space and recommends the purchase of the building.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the ADRC is authorized to purchase the building and land listed for sale at 331 South Adams Street, Green Bay, Wisconsin.

Respectfully submitted,

ADMINISTRATION COMMITTEE

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By: \_\_\_\_\_

COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Authored By: \_\_\_\_\_

Fiscal Impact: This resolution does not require an appropriation from General Fund. Funds for this planned expansion have been designated are available in the Aging Disability Resource Center budget in anticipation of this purchase.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAELS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## **Purchase of Building at 331 South Adams Street**

This purchase would address one long range goal of the agency – a permanent location for the homebound meal program - as well as the need for additional office space when Family Care is implemented in Brown County.

The homebound meal program is now operated at space located at N.E.W. Curative's Cloud Center facility on Western Avenue. This space now fits our need. However, Curative's long range goal is to expand adult day care services and we would then need to vacate that space.

We have been searching for a facility that is centrally located with adequate parking around the facility to accommodate the number of volunteers who are needed to deliver the homebound meals. A central location is important because meals are delivered to the far east and west sides of Green Bay as well as Ashwaubenon, Allouez and Howard.

We now deliver 250 meals from the Cloud Center location. There are 18 routes serving between 16 and 22 persons on each route. We have 4 part-time staff with 16-18 volunteer drivers needed daily, as well as 4 volunteers needed for packing the meals for delivery. Drivers arrive between 10:30 a.m.-11:00 a.m. and return between 11:30 a.m. to 1:00 p.m.. Each driver uses a huge cooler for food that needs to be kept cool and electric bags that contain food that needs to remain heated. Carts are used to deliver these containers to the volunteers' cars.

We now also deliver 60 meals with three routes leaving the ADRC facility. These meals would be transferred to the new site if we purchase the building. We would also move nutrition program management to that location which would free-up one office at the ADRC location as well as be more efficient for the program.

When Family Care arrives, we will need to hire more staff to meet our contract requirements. The ADRC has maximized the space it can use for offices. Adding any more offices at this location would mean that we would need to take space from Add LIFE activities which would negatively impact our ability to continue providing programs for seniors and adults with disabilities.

Maintaining ADRC direct service staff in one location provides easy access for consumers and is more efficient for supervision and training. The building at 331 South Adams Street would allow us to move our Prevention and Quality Assurance staff to that location and keep all direct service staff (Information and Assistance Specialists & Benefits Specialists) together.

The ADRC requirements include maintaining an accessible, warm and welcoming facility with appropriate signage. We have put resources into the ADRC facility to meet these requirements.

**Other Information:**

**Future costs to rent space from Curative:**

Space for meal program– 1500 square feet

\$10,500 for meal program \$5,800 for office space

**Building at 331 South Adams:**

Asking price - \$345,000

Utilities estimate - \$4,000

Limited Appraisal – purpose to determine market value - May 28, 2006 – \$340,000

In 2008 – conference room was added at cost of \$8,000

Ground contamination – None found – Building. fully gutted and then re-built in 2006

Contractor – Bayland Buildings

**ADRC Funds:**

Dollars put aside in ADRC Facilities Fund

**ADRC Budget:**

Budget \$4,874,065 – Levy \$937,125

Levy – 20%

Federal - 32% Fed,

State – 41%

Pro Income/Other - 7%



# Creative Business Services

Business Brokerage | Mergers & Acquisitions | Consulting

corporate@creativebusinessbrokers.com  
126 Pine St., Suite 301  
Green Bay, WI 54301

phone: 920.432.1166

fax: 920.432.5456

toll free: 800.366.5169

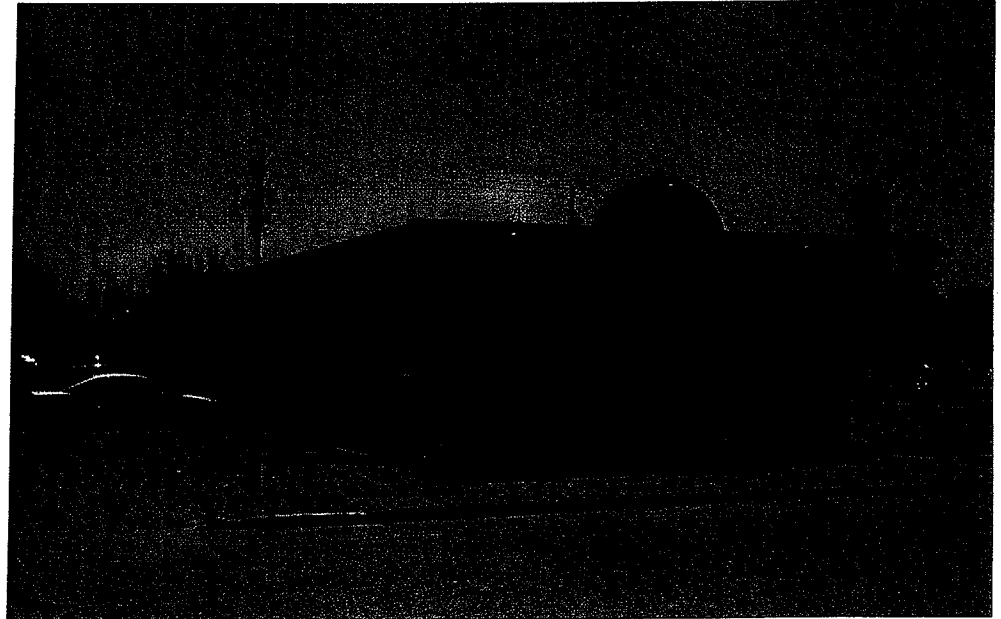
## Commercial Listing

### Listing # C1771

**COMMERCIAL BUILDING**  
**331 South Adams Street**  
**Green Bay, WI 54301**

**Price: \$345,000**

**Terms: Cash at Closing**



Visit this beautiful commercial building, fully remodeled in 2006, conveniently located downtown on busy South Adams Street.

The 2,800 sq ft building, with 200 amp service, is currently divided into 8 individual offices, 2 conference rooms and an open reception area with a built in reception desk. The floors are reinforced concrete and are carpeted throughout. The building features nice sized windows to enhance the office atmosphere. The 6,046 sq ft parcel includes 12 parking spaces.

The property is zoned Downtown One and Public Institution so there is a myriad of possibilities for this building.

Within walking distance of downtown municipal buildings, banking, restaurants and shopping, this is an ideal location to open or expand your business. Step inside to fully appreciate this desirable office space.

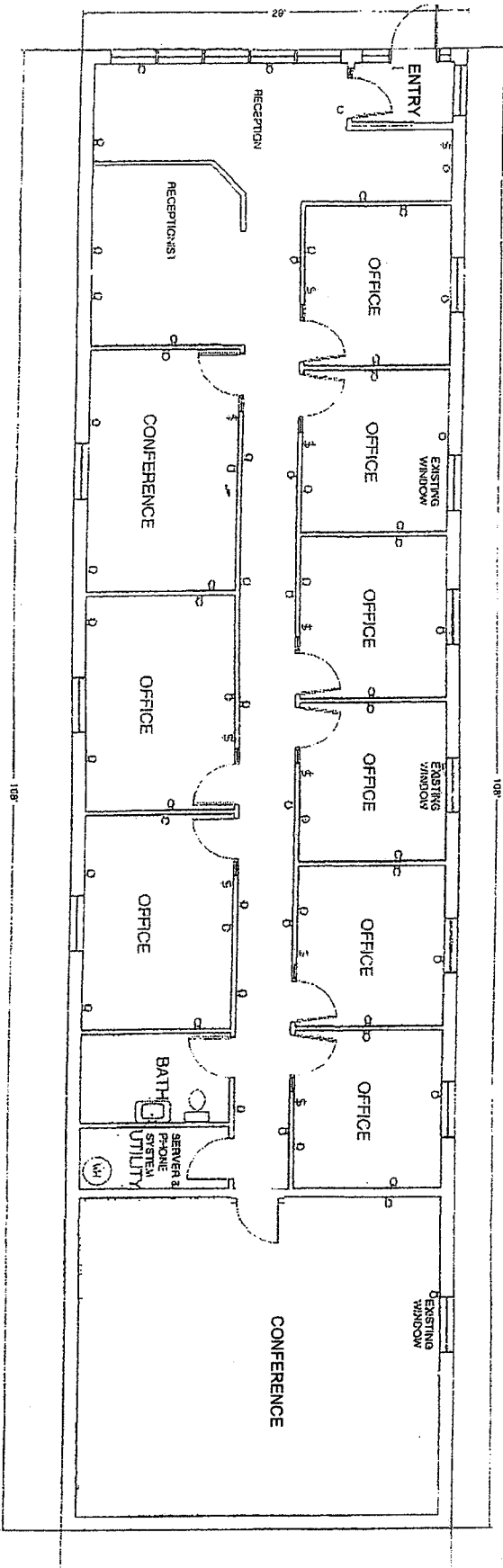
2009 Property Taxes - \$5,447.80

*Information contained herein has been secured from sources we believe to be reliable, but we make no representation or warranties, expressed or implied, to the accuracy of the information. References to age, square footage and/or financial information may be approximate. Buyer must verify the information and bear all risk for any inaccuracies.*

**Contact: Michael J. Schwantes**  
**Commercial Brokerage Division**



## Building Floor Plan



	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 267,082	\$ 244,825	\$ 220,440
Fringe Benefits	\$ 99,670	\$ 91,364	\$ 102,880
Operations & Maintenance	\$ 79,966	\$ 73,302	\$ 75,463
Utilities	\$ 2,500	\$ 2,292	\$ 544
Chargebacks	\$ 30,427	\$ 27,891	\$ 25,836
Contracted Expenses	\$ 36,000	\$ 33,000	\$ 29,507
Other	\$ 99,450	\$ 91,163	\$ 136,301
Total Expenses	\$ 615,095	\$ 563,837	\$ 590,971
Property Tax Revenue	\$ 1,675,000	\$ 1,535,417	\$ 2,285,135
Interest on Investments	\$ 1,465,500	\$ 1,343,375	\$ 1,047,981
Miscellaneous Revenue	\$ 61,300	\$ 56,192	\$ 54,764
Total Revenues	\$ 3,201,800	\$ 2,934,983	\$ 3,387,880
Net Levy Distribution	\$ 2,586,705	\$ 2,371,146	\$ 2,796,909

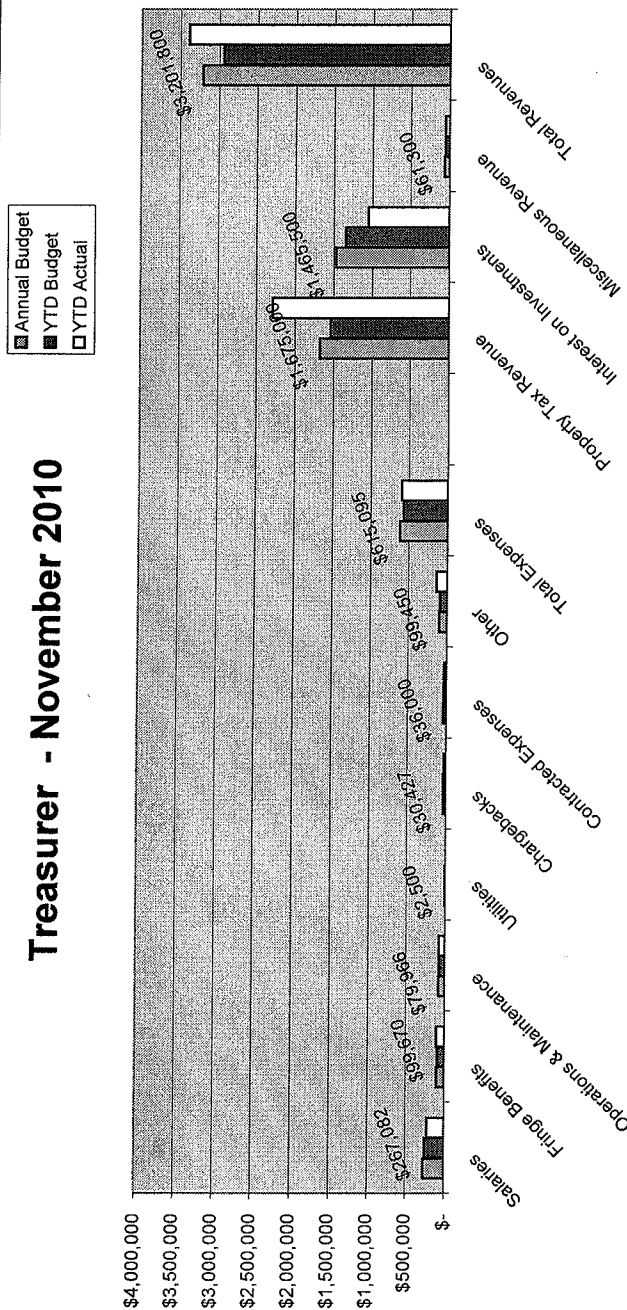
**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. We had forecasted that interest rates would have increased by this time.

We have a positive variance of **\$425,763**.

**\$ 425,763 POSITIVE BUDGET VARIANCE**

## Treasurer - November 2010



**2010 NOVEMBER BUDGET FINANCIAL REPORT**

Summary - through 11/30/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,586,705.00)	\$0.00	(\$2,586,705.00)	(\$215,558.75)	\$0.00	(\$2,371,146.25)	(\$215,558.75)	92%	(\$3,413,393.00)
OTX - Other taxes	\$1,675,000.00	\$45,200.00	\$1,720,200.00	\$155,881.01	\$0.00	\$2,285,135.17	(\$564,935.17)	133%	\$2,044,670.26
ICS - Intergovernmental charges for services	\$0.00	\$0.00	\$0.00	\$3,330.00	\$0.00	\$30,654.53	(\$30,654.53)	+++	\$44,923.96
MRV - Miscellaneous revenue	\$61,300.00	\$0.00	\$61,300.00	\$308.50	\$0.00	\$24,108.95	\$37,191.05	39%	\$2,098.32
IIE - Interest & investment earnings	\$1,465,500.00	\$0.00	\$1,465,500.00	\$122,845.68	\$0.00	\$1,047,981.22	\$417,518.78	72%	\$1,417,675.65
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,677.00
Revenue Totals	\$615,095.00	\$45,200.00	\$660,295.00	\$66,806.44	\$0.00	\$1,016,733.62	(\$356,438.62)	154%	\$97,652.19
Expense									
PER - Personnel services	\$267,082.00	\$0.00	\$267,082.00	\$17,688.06	\$0.00	\$220,439.88	\$46,642.12	83%	\$229,558.27
FBT - Fringe benefits and taxes	\$99,670.00	\$0.00	\$99,670.00	\$8,381.96	\$0.00	\$102,879.81	(\$3,209.81)	103%	\$85,661.52
OPM - Operations and maintenance	\$79,966.00	\$0.00	\$79,966.00	\$7,490.93	\$0.00	\$75,463.20	\$4,502.80	94%	\$91,312.06
UTL - Utilities	\$2,500.00	\$0.00	\$2,500.00	\$39.06	\$0.00	\$544.16	\$1,955.84	22%	\$2,448.20
CHG - Chargebacks	\$30,427.00	\$0.00	\$30,427.00	\$1,443.79	\$0.00	\$25,835.76	\$4,591.24	85%	\$32,109.44
CON - Contracted services	\$36,000.00	\$0.00	\$36,000.00	\$3,091.51	\$0.00	\$29,506.80	\$6,493.20	82%	\$29,114.12
OTH - Other	\$99,450.00	\$45,200.00	\$144,650.00	(\$633.75)	\$0.00	\$136,301.23	\$8,348.77	94%	\$85,765.17
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$615,095.00	\$45,200.00	\$660,295.00	\$66,806.44	\$0.00	\$1,016,733.62	(\$356,438.62)	154%	\$97,652.19
Expenditure Totals:	\$615,095.00	\$45,200.00	\$660,295.00	\$37,501.56	\$0.00	\$590,970.84	\$69,324.16	90%	\$555,968.78
<b>Fund Totals: GF</b>	\$0.00	\$0.00	\$0.00	\$29,304.88	\$0.00	\$425,762.78	(\$425,762.78)		(\$458,316.59)



# BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF OCTOBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of October 31, 2010.

Associated Bank and Chase Bank	\$4,433,740.21
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$90,367.66
Emergency Fund	(\$12,067.89)
NSF Checks Redeposited	\$10,731.12
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$28,855.01)
UMR Sweep Account	(\$505,993.61)
Bank Error(s)	\$0.00
<b>Total</b>	<b>\$3,987,922.48</b>
Less Outstanding Checks	(\$3,708,290.13)
Other Reconcilable Items	\$0.00
<b>Balance Per County</b>	<b>\$279,632.35</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of October 31, 2010.

	2009	2010
Year-to-Date Interest Received	\$1,989,219.51	\$1,093,768.14
Interest Received-Current Month	\$141,256.43	\$121,756.78
Year-to-Date Interest Unrestricted Funds	<b>\$2,130,475.94</b>	<b>\$1,215,524.92</b>
Working Capital Reserves Invested	\$89,718,310.96	\$99,244,167.35
Restricted Investments	\$16,527,860.53	\$23,516,006.53
Total Funds Invested	<b>\$106,246,171.49</b>	<b>\$122,760,173.88</b>
Certificates of Deposits	\$11,850,000.00	\$16,600,000.00
Treas-Gov't Agencies	\$40,781,493.61	\$37,005,320.34
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$53,614,677.88	\$69,154,853.54
Total	<b>\$106,246,171.49</b>	<b>\$122,760,173.88</b>

Rate of Return: 1.899% 1.334%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of October 31, 2010. Statement of Investments for the month of October have been compared and examined, and found to be correct.

  
Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

# BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of November 30, 2010.

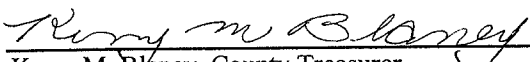
Associated Bank and Chase Bank	\$2,102,053.36
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$492,109.36
Emergency Fund	(\$12,028.55)
NSF Checks Redeposited	\$356.64
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$28,929.88)
UMR Sweep Account	(\$362,456.23)
Bank Error(s)	\$0.00
<b>Total</b>	<b>\$2,191,104.70</b>
Less Outstanding Checks	(\$2,374,836.71)
Other Reconcilable Items	\$0.00
<b>Balance Per County</b>	<b>(\$183,732.01)</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of November 30, 2010.

	2009	2010
Year-to-Date Interest Received	\$2,130,475.94	\$1,215,524.92
Interest Received-Current Month	\$185,009.65	\$153,216.91
Year-to-Date Interest Unrestricted Funds	<b>\$2,315,485.59</b>	<b>\$1,368,741.83</b>
Working Capital Reserves Invested	\$85,300,313.02	\$96,734,074.21
Restricted Investments	\$16,527,860.53	\$22,781,480.03
Total Funds Invested	<b>\$101,828,173.55</b>	<b>\$119,515,554.24</b>
Certificates of Deposits	\$11,850,000.00	\$16,600,000.00
Treas-Gov't Agencies	\$40,855,046.83	\$40,864,809.52
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$49,123,126.72	\$62,050,744.72
Total	<b>\$101,828,173.55</b>	<b>\$119,515,554.24</b>

Rate of Return: 1.924% 1.354%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of November 30, 2010. Statement of Investments for the month of November have been compared and examined, and found to be correct.

  
Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

10-174

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800015810	TAX DEED EXPENSE	\$15,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800015300004	SUPPLIES POSTAGE	\$15,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800014108	INTEREST ON TAXES	\$30,000
<input type="checkbox"/>	<input type="checkbox"/>			

## Narrative Justification:

2010  
The increase in expense is due to our annual foreclosure advertising publication costs. We are required by law to publish foreclosure proceedings as a class 3 legal notice. The number of foreclosures for publication has increased from 272 in 2009 to over 400 for 2010. The newspaper has increased the cost of legal advertising significantly.

Postage costs exceeded our budget projections. This is primary due to postage rate increase and customers requesting receipts for tax payments.

## AUTHORIZATIONS

[Signature]  
Signature of Department Head

[Signature]  
Signature of Executive

Department: TREASURER

Date: 1/18/11

Date: 1-12-11

**Brown County**  
**Information Services**  
**Budget Status Report**  
**1/3/2011**

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,131,982	\$ 1,042,516	92.10%
Fringe Benefits	\$ 447,890	\$ 460,617	102.84%
Operations & Maintenance	\$ 1,070,937	\$ 745,655	69.63%
Utilities	\$ 202,312	\$ 196,805	97.28%
Chargebacks	\$ 6,776	\$ 6,211	91.67%
Contracted Services	\$ 357,964	\$ 117,908	32.94%
Depreciation	\$ 903,864	\$ 529,820	58.62%
Outlay	\$ -	\$ -	-
Transfer Out	\$ 107,433	\$ 107,433	-
Charges for Sales and Service	\$ -	\$ 2,520	-
Miscellaneous Revenue	\$ -	\$ 2,080	-
Charges to County Departments	\$ 4,135,560	\$ 3,307,497	79.98%
Capital Contributions	\$ -	\$ 360,276	-
Transfer In	\$ -	\$ 3,960	-

**HIGHLIGHTS:**

Expenses: Amended budget amounts were put into this month's report. The expense budget for 2010 is tracking nicely. Transfer Out is for the programmer/analyst wages for January and February 2010 as the position moved from Administration to Information Services.

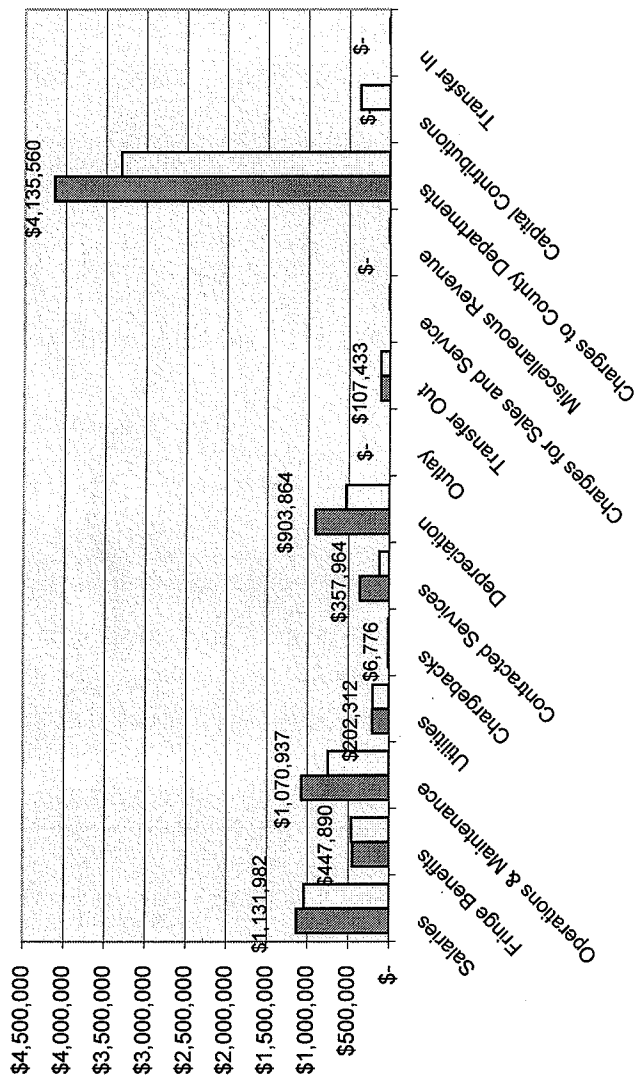
Allocated depreciation is \$502,263 in the 2010 budget. Unallocated depreciation is \$401,601 in the 2010 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In cost is maintenance costs paid for in 2009 and being transferred to 2010.

Capital Contributions: Disaster Recovery project is complete and this is to record completed asset for IS.

**Information Services**  
**November 30, 2010**

■ Annual Amended Budget  
□ YTD Actual



## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input checked="" type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input checked="" type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	710.022.001.5307.100	Hardware Maintenance	\$8,142
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.1620	IS Equipment	\$8,142

## Narrative Justification:

2010 Budget adjustment needed to increase IS equipment to cover expense for a switch which was purchased. The dollars were used from Hardware Maintenance because it made sense to buy a new switch instead of repairing the old failed switch.

## AUTHORIZATIONS

Robert J. Hermann  
Signature of Department Head

Department: I.S.

Date: 1/6/11

Tom King  
Signature of Executive

Date: 1/7/11

CMK  
1-7-11

## **Director's Report – January 27, 2011**

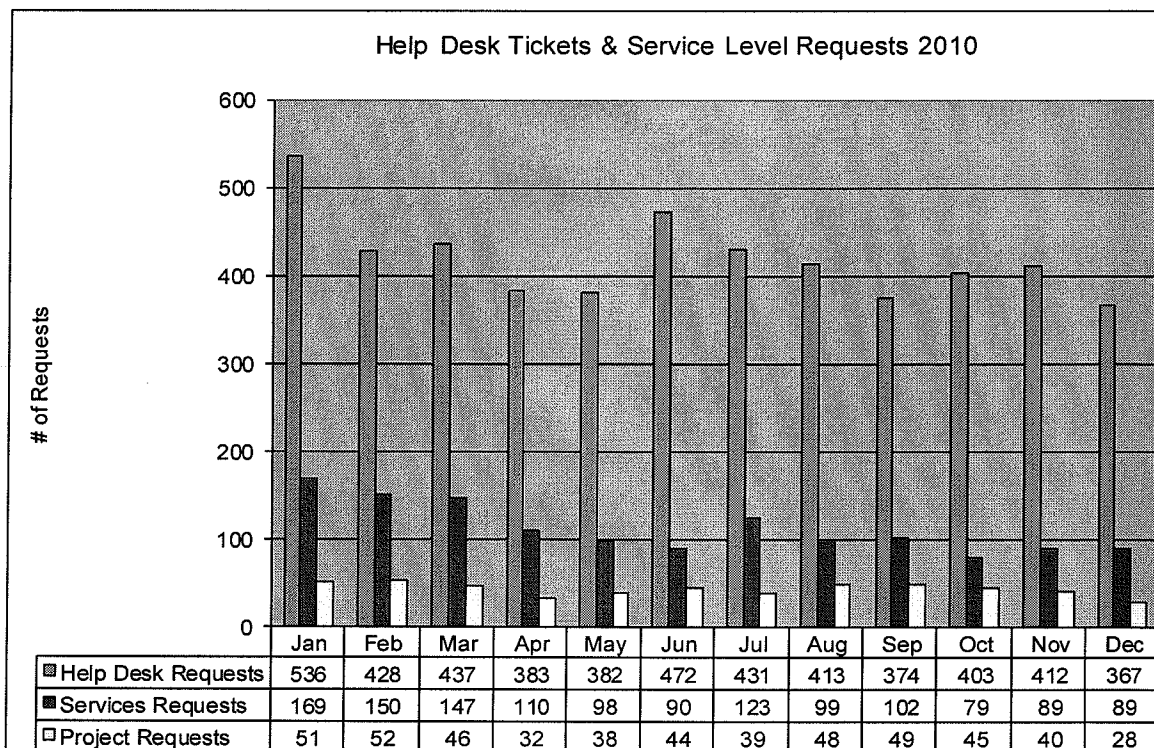
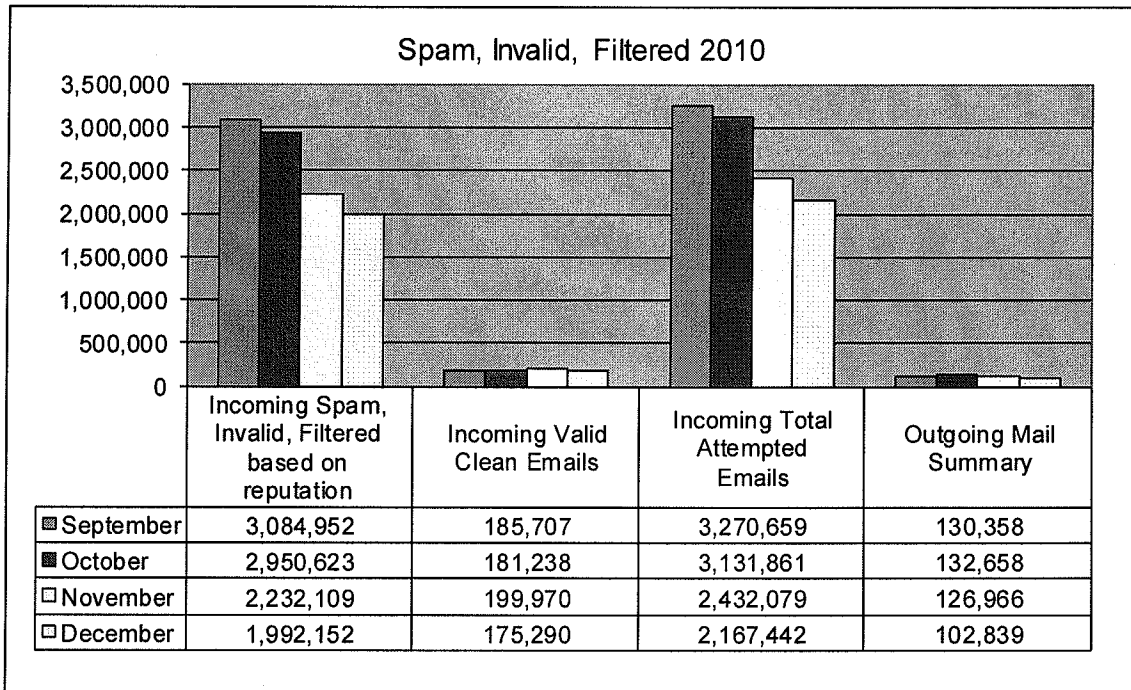
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been focused on.

### **Update on Current Technology Initiatives**

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010/2011 technology initiative. Basically the only locations left to connect are Courthouse locations (Clerk of Court, Circuit Court, Court Commissioners, Register in Probate and DA). The IS Dept is waiting on the completion of the new voice and data cabling in the Courthouse which is underway.
- The new Courthouse Internet Protocol (IP) based security camera system is being planned and is also dependent on the new courthouse wiring. This new IP based system eliminates the need for replacing or adding any Digital Video Recorders.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for Payroll and Human Resources are being worked on in conjunction with the expansion of the time and attendance software from Kronos.
- The installation of the imaging software and scanner took place in IS 10/15/10. The IS support person attended a training class January 9-12, 2011. We are learning and testing with the system before installation in Child Support and ADRC. Discussions are also underway how to best integrate imaging into the Human Services Electronic Medical Records (EMR) System. The solution selected will be able to grow with Brown County in 2011 as more departments adopt electronic storage over paper.
- The equipment installation to create a base technology disaster recovery (high availability) network is complete. The migration of the email system to the new environment is in the planning stage. The purchase of equipment into this high availability environment is being configured for the Law Records Management System (LRMS) and the Electronic Medical Records (EMR) System.
- The IS Department completed the installation of a private wireless network. This will give Brown County employees more mobility within County buildings. We are waiting on one cable run to be completed at City Hall to give Brown County employees direct access into our network from the County Board room.

### Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



### **Concerns**

- PCI Compliance continues to be an area of non-compliance within Brown County. The Brown County Risk Manager has been assigned the responsibility of PCI compliance. The IS Dept is assisting the Risk Management Dept to mitigate the Payment Card Industry (PCI) risk and complexity in the various departments that accept credit cards. We believe solutions to lower the risk at the Golf Course, Solid Waste and the Airport are defined. A recent software upgrade at the Library has lowered the County's overall PCI exposure.
- The IS Department is working with Human Services as contracts are being finalized for a new Electronic Medical Records System. The Project Manager that was under contract through Human Services to lead the project team for planning and implementation of EMR has left. We are in the process of creating the paperwork to utilize an in-house resource to manage the project and then backfill that position which overall will save Brown County money.

### **Projects**

- Brown County continues with five major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging and Electronic Medical Records (EMR) each of which is enough to strain any organization.
- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.
- There are major infrastructure implementations with the new VoIP phone system, Intranet, New Sheriff's Headquarters, Security Camera implementation, Video Conferencing in the Courthouse, rewiring of the Courthouse, replacing the hardware and software driving the County Board meetings and the new computer equipment for EMR and LRMS.

**I would be happy to address any questions regarding this report.**

**No specific action is being requested of the Administration Committee at this time.**

Respectfully submitted,

Robert Heimann  
Brown County Information Services Director



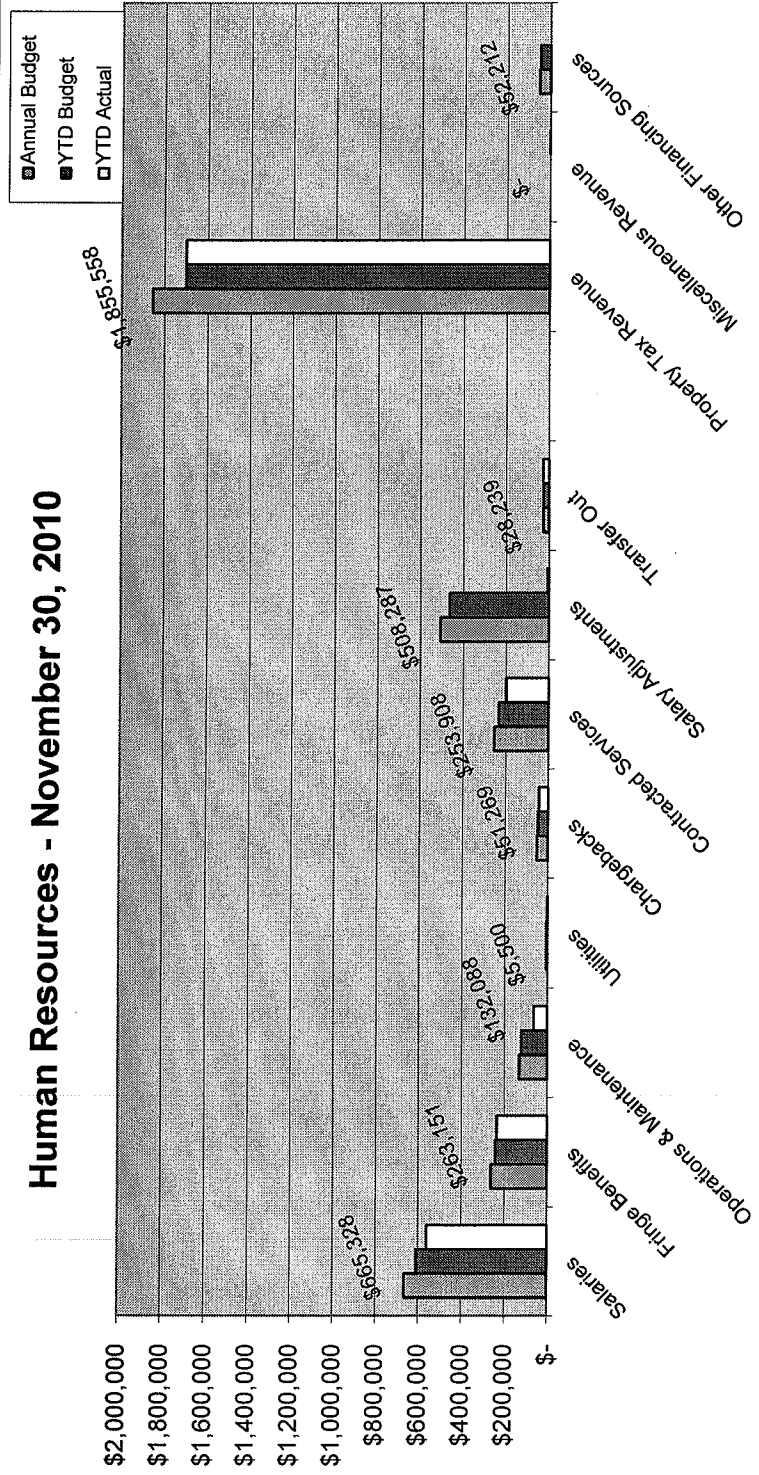
Brown County  
Human Resources  
Budget Status Report  
11/30/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 665,328	\$ 609,884	\$ 561,765
Fringe Benefits	\$ 263,151	\$ 241,222	\$ 233,450
Operations & Maintenance	\$ 132,088	\$ 121,081	\$ 64,254
Utilities	\$ 5,500	\$ 5,042	\$ 1,137
Chargebacks	\$ 51,269	\$ 46,997	\$ 43,248
Contracted Services	\$ 253,908	\$ 232,749	\$ 197,758
Salary Adjustments	\$ 508,287	\$ 465,930	\$ 6,347
Transfer Out	\$ 28,239	\$ 25,886	\$ 28,239
Property Tax Revenue	\$ 1,855,558	\$ 1,700,928	\$ 1,700,928
Miscellaneous Revenue	\$ -	\$ -	\$ 2,043
Other Financing Sources	\$ 52,212	\$ 47,861	\$ -

**HIGHLIGHTS:**

All categories are under budgeted dollar amounts.

**Human Resources - November 30, 2010**



## HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: January 14, 2011

To: Administration Committee Members

From: Debbie Klarkowski, Human Resources Manager

Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR DECEMBER 2010

**Hires:*****Limited Term/Seasonal/On-Call:***

Tax Collection Help 3

**TOTAL HIRES: 3****Separations:*****Full-Time:***

Asst. Facility Director 1

Clerk of Courts 1

Clerk Typist II – Finance 1

Correctional Officer 1

Highway Laborer 2

Housekeeper I 2

Warrants/Temp. Restrain. Orders Clerk 1

***Part-Time:***

CNA 2

Intern – CTC Dietary 1

LTC Accounts Payable - HS 1

Library Clerk 2

Maintenance Worker II 1

Public Health Educator 1

***Limited Term/Seasonal/On-Call:***

Extra Help Facilities/Housekeeping 1

Extra Help – Finance 1

Extra Help – Veterans Services 1

**TOTAL SEPARATIONS: 11****Current Employees:**

Regular Employees: 1438 (1348.83 FTE's)

Extra Help: 189 (Includes On-call, Seasonal, Summer, Co-op/Intern &amp; Temporary Help positions.)

**Total Employees: 1627**

# HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

Date: January 14, 2011

To: Administration Committee Members

From: Debbie Klarkowski, Human Resources Manager

Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR DECEMBER 2010

### Hires:

#### **Limited Term/Seasonal/On-Call:**

Tax Collection Help 3

**TOTAL HIRES: 3**

### Separations:

#### **Full-Time:**

Asst. Facility Director	1
Clerk of Courts	1
Clerk Typist II – Finance	1
Correctional Officer	1
Highway Laborer	2
Housekeeper I	2
Warrants/Temp. Restrain. Orders Clerk	1

#### **Part-Time:**

CNA	2
Intern – CTC Dietary	1
LTC Accounts Payable - HS	1
Library Clerk	2
Maintenance Worker II	1
Public Health Educator	1

#### **Limited Term/Seasonal/On-Call:**

Extra Help Facilities/Housekeeping	1
Extra Help – Finance	1
Extra Help – Veterans Services	1

**TOTAL SEPARATIONS: 20**

### Current Employees:

Regular Employees: 1438 (1348.83 FTE's)

Extra Help: 189 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

**Total Employees: 1627**

# HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

To: Administration Committee

From: Debbie Klarkowski  
Human Resources

Ref: RFP for STD, FMLA and LTD administration

Date: January 17, 2011

In September 2010, the County Board approved a request for an RFP for the administration of the County's STD, FMLA and LTD programs. Eight (8) carriers responded to the RFP and presentations were provided by three (3) of the respondents and a vendor was selected. As part of this process the Brown County Long Term Disability carrier will change. County Code 2.06(d); requires Administration Committee to approve the Long Term Disability (LTD) policy.

Long Term Disability will be administered with the County's FMLA/STD administration. The new LTD policy has the same coverage as the County's existing policy.

Long Term Disability Carrier:	Current Carrier	Recommended Vendor
Monthly Benefit	66 2/3% to \$5,000	66 2/3% to \$5,000
Elimination Period	180 Day	180 Day
Duration	To age 65	To age 65
Rate as % of Covered Payroll	0.36/ \$1000	0.38/ \$1000

A single provider administering the integrated Short Term Disability, Family Medical Leave, and Long Term Disability programs ensures consistency of the process removes Brown County from personal health information and retain patient/employee confidentiality. It is estimated at a savings to Brown County annually of \$200,000.

# HIGHLIGHTS:

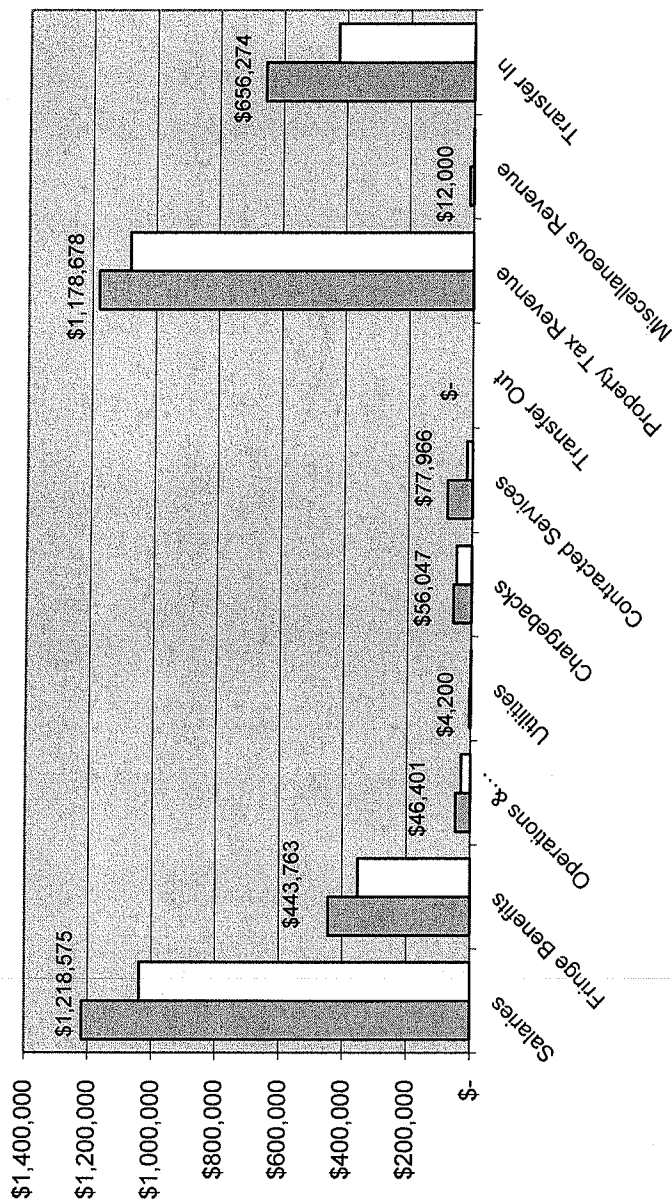
Expenses: Year to date savings in salaries and fringe of \$127,110 partially due to vacancies in the Finance Manager, Purchasing Manager and DOA positions. Savings being seen in utilities are a result of the new VoIP phones. Contracted services has funds for temporary replacement help for the system implementation that have not been expended.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,218,575	\$ 1,039,025	85.27%
Fringe Benefits	\$ 443,763	\$ 351,328	79.17%
Operations & Maintenance	\$ 46,401	\$ 29,110	62.74%
Utilities	\$ 4,200	\$ 986	23.47%
Chargebacks	\$ 56,047	\$ 47,496	84.74%
Contracted Services	\$ 77,966	\$ 17,658	22.65%
Transfer Out	\$ -	\$ -	0.00%
Property Tax Revenue	\$ 1,178,678	\$ 1,080,455	91.67%
Miscellaneous Revenue	\$ 12,000	\$ 120	1.00%
Transfer In	\$ 656,274	\$ 427,009	65.07%

## Administration November 31, 2010

■ Annual Budget  
□ YTD Actual



## 2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-157	12/8/10	Human Services	Transfer \$1,000 from advertising to cover an unanticipated increase in AT&T billing from months of corrections.	3a	Approved 12/15/10	N	---	J10240 No actual needed
10-158	12/13/10	Human Resources	Transfer \$30,000 from salaries to temporary help to cover help for several vacancies.	3a	Approved 12/15/10	N	---	J10241 No actual needed
10-159	12/13/10	Human Resources	Transfer \$750 from supplies to pay for workers compensation professional services.	3a	Approved 12/15/10	N	---	J10242 No actual needed
10-160	12/13/10	Facility and Park Mgmt	Transfer \$3,000 from Campground to Pamperin for vehicle maintenance.	1	N/A	N	---	J10243 No actual needed
10-161	12/15/10	Land & Water Conservation	Transfer \$7,500 from telephone/utilities savings to cover two computers and related desk equipment for two grant-funded LTE positions.	3a	Approved 12/17/10	N	---	J10244 No actual needed
10-162	12/13/10	U.W. Extension	Transfer \$5,600 from various accounts to cover anticipated shortfalls in travel and training.	3a	Approved 12/17/10	N	---	J10245 No actual needed
10-163	12/20/10	U.W. Extension	Transfer \$18,072 from the General Fund to return several years' worth of closed-out federal grant revenue to the State U.W. Extension.	4	Approved 12/20/10	Y		
10-164	12/20/10	Information Services	Transfer \$5,500 from software maintenance to cover a server systems upgrade on the financial system.	3a	Approved 12/27/10	N	---	J10545 No actual needed
10-165	12/22/10	Facility and Park Mgmt	Transfer of \$13,000 to purchase a used vehicle to exchange with the Sheriff's department for their Prius to be added to the Facilities fleet.	2a	Approved 12/27/10	N	---	No adjustment needed
10-166	12/27/10	Information Services	Transfer of \$35,000 from hardware maintenance to cover long distance charges.	3a	Approved 12/29/10	N	---	J10546 No actual needed
10-167	12/29/10	Administration	Allocation of 2010 bonds to the correct debt service area.	1	N/A	N	----	J10547 Actual?
10-168	12/29/10	Administration	Allocation of bonds to establish a budget for the Sheriff's Facility ("S&L Building") project.	5	Approved 12/29/10	N	Already approved at 8/18/10 and 10/20/10 County Bd meetings.	J10549 No actual needed
10-169	1/5/11	NEW Zoo	Allocation of \$1,000 Sams Club donation for interpretive signage of the Zoo's sustainability plan.	5	Approved 1/7/11	Y		
10-170	1/6/11	Clerk of Courts	Transfer of \$3,426 to cover remaining 2010 mediation expenses.	3a	Approved 1/7/11	N	----	J10685 No actual needed
10-171	1/5/11	Facility and Park Mgmt	Transfer \$500 within fund to cover Rails to Trails utilities.	3a	Approved 1/7/11	N	----	J10686 No actual needed

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-172	1/5/11	Facility and Park Mgmt	Transfer of \$3,000 Barkhausen funds to Fairground and Pamperin supplies.	1	N/A	N	---	J10687 No actual needed
10-173	1/6/11	Information Services	Transfer of \$8,142 to cover new switch expense.	2b	Approved 1/7/11	Y		
10-174	1/12/11	Treasurer	Allocation of \$30,000 in increased interest on taxes to cover the unanticipated costs of foreclosure advertising due to the economy.	5	Approved 1/18/11	Y		
10-175	1/12/11	Human Services	Transfer of \$79,570 to cover unanticipated phone expenses and new tamper resistant phones.	3a	Approved 1/18/11	N	---	
10-176	1/11/11	Human Services	Transfer of funds to cover deficits in salaries and fringe mostly for the CTC in 2010.	5	Approved 1/18/11	Y		
10-177	1/13/11	Facility and Park Mgmt	Transfer of \$1,000 from Pamperin to Parks professional services.	1	N/A	N	---	
10-178	1/13/11	Facility and Park Mgmt	Transfer of \$7,000 in Cross Country Ski to cover need for additional funds.	3a	Approved 1/18/11	N	---	
10-179	1/18/11	Port and Solid Waste	Adjustment to accounts mainly for actual waste tons, recycling tons and HHW tons received vs. budgeted.	5	Approved 1/18/11	Y		

## 2011 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
11-01	12/28/10	Sheriff	Allocation of \$4,900 donation from AAA to purchase an on-site radar speed trailer.	5	Approved 12/29/10	Y		
11-02	1/17/11	Public Safety – E. Mgmt	Establishment of \$58,133 in 2010 unused grant revenue and expenditures into the 2011 budget.	5	N/A	N	Technical correction – no approval needed since City Bd originally approved in 2010	
11-03	1/6/11	Information Services	Transfer of \$20,000 from professional services to earnings to cover temp help for PC rollouts and Help Desk coverage.	3a	Approved 1/7/11	N	----	J0202
11-04	1/18/11	Sheriff	Allocation of \$59,680 WiDOT Alcohol Enforcement patrol program grant in 2011.	5	Approved 1/18/11	Y		
11-05	1/18/11	Sheriff	Allocation of \$19,920 WiDOT Speed Enforcement patrol program grant in 2011.	5	Approved 1/18/11	Y		
11-06	1/18/11	Public Safety – E. Mgmt	Allocation of \$5,950 HazMat IQ training grant for the Hazardous Materials Response Team.	5	Approved 1/18/11	Y		



**BROWN COUNTY 2010 VEHICLE PURCHASES  
MONTHLY VEHICLE COSTS - OCTOBER 2010**

DEPARTMENT	YR	MAKE/MODEL	VIN #	PLATE #	DATE R/C	ORG VALUE	DEPREC ***See Note	MONTHLY					***See Note Below					
								MAINT COST	MAINT LABOR	GAS COST	INSUR COST	TCOO ***See Note	COST/ MILE	PLATE COST	TITLE COST	ODOM READ BEG END TL	COND	
Bill Dowell																		
FACILITIES	2010	TOYOTA PRIUS	8751	80258	7/19/2010	\$22,289	\$ 371.48			\$ 98.71	\$22.75	\$492.94	\$ 3.06	\$ 5.00	\$69.50	1,154	2,663	1509
Larry Adlebush																		
HIGHWAY	2011	CHEVROLET 3/4 TON			On Order	\$30,081	\$ 501.35				\$22.75	\$524.10	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 4WD			On Order	\$34,197	\$ 569.95				\$22.75	\$592.70	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 2WD			On Order	\$29,120	\$ 485.33				\$22.75	\$508.08	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 2WD			On Order	\$29,120	\$ 485.33				\$22.75	\$508.08	\$ -	\$ 5.00	\$69.50			0
Kevin Lunog																		
CTC	2010	TOYOTA PRIUS	8382	80260	7/19/2010	\$22,289	\$ 371.48			\$ 93.08	\$22.75	\$487.31	\$ 3.19	\$ 5.00	\$69.50	744	2,299	1555
Chuck Larschied																		
PORT & SOLID	2003	CHEVROLET S10 EXTENDED CAB	3546	66256	6/25/2010	\$11,367	\$ 189.45	\$ 37.99		\$ 187.34	\$22.75	\$437.53	\$ 2.01	\$ 5.00	\$69.50	74,898	75,778	880
Barb Peters																		
SHERIFF	2010	FORD CROWN VICTORIA - Car #5	1943		*8/26/2010	\$21,613	\$ 900.54				\$22.75	\$923.29	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #8	4956		*3/9/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #9	1944		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #13	4985		*8/26/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #15	1941		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #17	596		*3/9/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #18	1942		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA	4984			\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2011	FORD CROWN VICTORIA				\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	TOYOTA PRIUS	7681	80259	7/19/2010	\$22,289	\$ 371.48				\$22.75	\$394.23	\$ -	\$ 5.00	\$69.50			0

NOTE: \$2,000.00 per car grant was received for each 2010 Prius.

\*NOTE: Date squad car was put into service.

\*\*NOTE: Depreciation for marked squad cars is based on 24 months. Depreciation for all other vehicles is 60 months.

\*\*\*NOTE: One time cost for a new license plate is \$5.00. If plate is transferred from another vehicle the transfer cost is one time charge of \$1.00. One time cost of \$69.50 for vehicle title.

\*\*\*\*NOTE: TCOO stands for Total Cost of Ownership

**BROWN COUNTY 2010 VEHICLE PURCHASES  
MONTHLY VEHICLE COSTS - NOVEMBER 2010**

DEPARTMENT	YR	MAKE/MODEL	VIN #	PLATE #	DATE R/C	ORG VALUE	DEPREC ***See Note	MONTHLY					***See Note Below					
								MAINT COST	MAINT LABOR	GAS COST	INSUR COST	TCOO ***See Note	COST/ MILE	PLATE COST	TITLE COST	ODOM READ BEG END TL	COND	
Bill Dowell																		
FACILITIES	2010	TOYOTA PRIUS	8751	80258	7/19/2010	\$22,289	\$ 371.48			\$ 122.63	\$22.75	\$516.86	\$ 4.31	\$ 5.00	\$69.50	2,663	4,890	2227
Larry Adlebush																		
HIGHWAY	2011	CHEVROLET 3/4 TON				\$30,081	\$ 501.35				\$22.75	\$524.10	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 4WD				\$34,197	\$ 569.95				\$22.75	\$592.70	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 2WD				\$29,120	\$ 485.33				\$22.75	\$508.08	\$ -	\$ 5.00	\$69.50			0
HIGHWAY	2011	CHEVROLET 1 TON 2WD				\$29,120	\$ 485.33				\$22.75	\$508.08	\$ -	\$ 5.00	\$69.50			0
Kevin Lunog																		
CTC	2010	TOYOTA PRIUS	8382	80260	7/19/2010	\$22,289	\$ 371.48			\$ 77.30	\$22.75	\$471.53	\$ 3.12	\$ 5.00	\$69.50	2,299	3,770	1471
Chuck Larschied																		
PORT & SOLID	2003	CHEVROLET S10 EXTENDED CAB	3546	66256	6/25/2010	\$11,367	\$ 189.45			\$ 203.92	\$22.75	\$416.12	\$ 1.92	\$ 5.00	\$69.50	75,778	76,577	799
Barb Peters																		
SHERIFF	2010	FORD CROWN VICTORIA - Car #5	1943		*8/26/2010	\$21,613	\$ 900.54				\$22.75	\$923.29	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #8	4956		*3/9/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #9	1944		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #13	4985		*8/26/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #15	1941		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #17	596		*3/9/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA - Car #18	1942		*6/22/2010	\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	FORD CROWN VICTORIA	4984			\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2011	FORD CROWN VICTORIA				\$21,159	\$ 881.63				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	TOYOTA PRIUS	7681	80259	7/19/2010	\$22,289	\$ 371.48				\$22.75	\$904.38	\$ -	\$ 1.00	\$69.50			0
SHERIFF	2010	TOYOTA PRIUS				\$22,289	\$ 371.48				\$22.75	\$394.23	\$ -	\$ 5.00	\$69.50			0

NOTE: \$2,000.00 per car grant was received for each 2010 Prius.

\*NOTE: Date squad car was put into service.

\*\*NOTE: Depreciation for marked squad cars is based on 24 months. Depreciation for all other vehicles is 60 months.

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\*\*\*\*NOTE: TCOO stands for Total Cost of Ownership

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

January 18, 2011

TO: Administration Committee

FROM: Ellen C. Sorensen  
Director of Administration

SUBJECT: January 2011 Director's Report

**Financial System Implementation Project**

The Financial Systems Project Team has coordinated with the IS Department to initiate server upgrades for the Logos applications which were completed on January 11. Server concerns of memory overloads have been communicated to the IS Department and are being researched. Testing of the new financial systems applied in the new servers will be coordinated with Administration's Finance division. Cutover to the new system environment is planned for the week of March 21, 2011, pending the results of testing.

The Time and Attendance implementation at CTC has gone through three pay cycles with the new Kronos system and has needed only minor adjustments to the base configurations. The Project Team will continue with the rollout of the enhancement tools for staff scheduling at CTC.

New project members were added to the Project Team, and reorganization and training efforts have started to resume on the Human Resource and Payroll processing project. Target dates for the implementation of Human Resource and Payroll base processing in Logos have been established for the third quarter of 2011.

**Finance & Budget**

Finance has met with all departments to review any changes as a result of the adopted 2011 budget. We are continuing to monitor activity at the State level for potential impacts to the 2012 budget.

**2012 Budget**

Admin is working to streamline and further develop the process through a white paper exercise. Different tools will be used to assist department heads.

**Legislative Training**

A legislative program to train department heads or their designees will begin in the first quarter of 2011. The program will work to coordinate contacts with elected state and national officials.



January 18, 2011

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### **Divisional Updates**

#### *PCI Compliance*

The Payment Card Industry (PCI) Data Security Standards (DSS) Compliance Policy has been written and was reviewed and approved by Information Services. A meeting is scheduled for January 21 with HR to discuss their section of the policy.

Purchasing is obtaining quotes for secure shred services for the County. January is the target month for the destruction of approximately 120 square feet of cardholder records.

#### *Procurement Cards*

Purchasing is leading the implementation of the new Chase Bank procurement card program. Purchasing and Finance have spent a great deal of time setting up organization points in Smart Data Online (SDOL) so cardholders will only see those accounts for their area of responsibility. The interface between SDOL and Logos is complete and testing continues. End-user training for Smart Data Online is scheduled for the week of January 24.

#### *Year-End Closing of Purchase Orders*

Several instructional emails have been sent out to departmental purchasing contacts reminding them of proper processing of 2010 purchase orders, receipt of goods and invoices now that we are in 2011. Overall there seems to be fewer problems than last year, which was the first year of year-end processing in Logos.

If you have any questions, please feel free to contact me.

cc: Tom Hinz – County Executive

# Brown County Clerk Budget Status Report

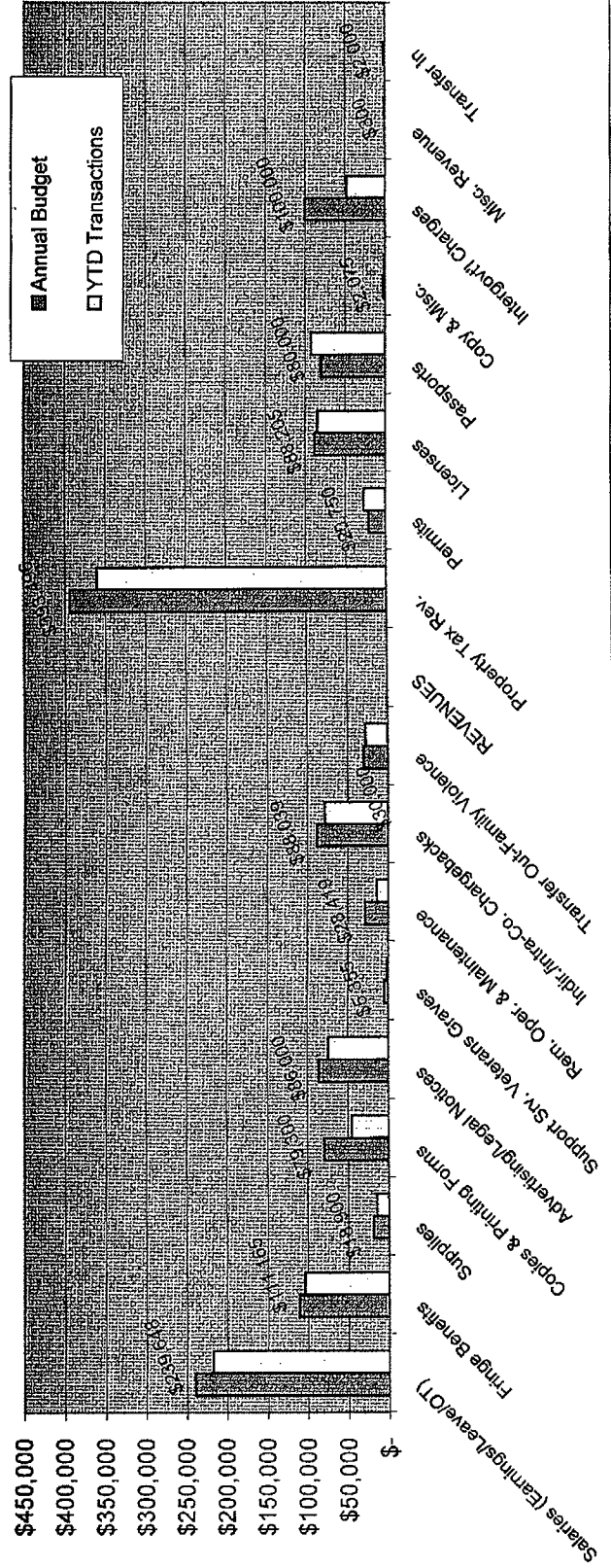
## HIGHLIGHTS - January-November of Fiscal Year (92%)

Expenditures: Through the end of November most expenditure category percentages were at or under the fiscal year to date expenditures percentage (92%) of our budget.

Revenues: Most revenue category percentages met expectations. High revenue for Permits is due to Emergency Alarm permit revenues. Passport applications are above average therefore increasing revenues collected through November. Misc. Revenue is up due to DNR Eagle rental fee for Conservation Congress meeting. Intergovernmental Charges are slightly less than anticipated due to the County having a greater percentage of election expenses. Copy and Misc. (Directories) and Licenses are low because we haven't have the number of requests we anticipated during Budget preparation.

November 30, 2010	Annual	YTD	YTD %
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Transactions</b>	<b>Budget</b>
Salaries (Earnings/Leave/OT)	\$ 239,648	\$ 217,194	91%
Fringe Benefits	\$ 111,165	\$ 103,774	93%
Supplies	\$ 18,900	\$ 14,498	77%
Copies & Printing Forms	\$ 79,300	\$ 45,151	57%
Advertising/Legal Notices	\$ 86,000	\$ 74,282	86%
Support Srv. Veterans Graves	\$ 5,355	\$ 1,485	28%
Rem. Oper. & Maintenance	\$ 28,419	\$ 13,934	49%
Indir./Intra-Co. Chargebacks	\$ 88,039	\$ 78,497	89%
Transfer Out-Family Violence	\$ 30,000	\$ 27,500	92%
<b>REVENUES</b>			
Property Tax Rev.	\$ 393,496	\$ 360,705	92%
Permits	\$ 20,750	\$ 26,902	130%
Licenses	\$ 88,205	\$ 83,980	95%
Passports	\$ 80,000	\$ 92,159	115%
Copy & Misc.	\$ 2,075	\$ 1,210	58%
Intergovtl Charges	\$ 100,000	\$ 48,103	48%
Misc. Revenue	\$ 300	\$ 496	165%
Transfer In	\$ 2,000	\$ -	0%

## County Clerk - November 30, 2010



PRODUCTION \*Brown Co\* PRODUCTION  
**Budget Performance Report**  
 From Date: 1/1/2010 To Date: 11/30/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF										
<b>REVENUE</b>										
<b>Department: 019 County Clerk</b>										
4100	General property taxes	\$393,496.00	\$0.00	\$393,496.00	\$32,791.34	\$0.00	\$360,704.74	\$32,791.26	92%	\$0.00
4400-194	Permits Work permit	\$2,500.00	\$0.00	\$2,500.00	\$120.00	\$0.00	\$2,407.50	\$92.50	96%	\$0.00
4400-195	Permits Alarm permits	\$18,250.00	\$0.00	\$18,250.00	\$4,620.00	\$0.00	\$24,495.00	(\$6,245.00)	134%	\$0.00
4400 Permits Totals		\$20,750.00	\$0.00	\$20,750.00	\$4,740.00	\$0.00	\$26,502.50	(\$6,162.50)	130%	\$0.00
4401-191	Licenses Conservative license fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4401-192	Licenses Marriage License	\$87,605.00	\$0.00	\$87,605.00	\$3,455.00	\$0.00	\$83,925.00	\$3,680.00	96%	\$0.00
4401-193	Licenses Domestic partnership	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$55.00	\$545.00	9%	\$0.00
4401 Licenses Totals		\$88,205.00	\$0.00	\$88,205.00	\$3,455.00	\$0.00	\$83,980.00	\$4,225.00	95%	\$0.00
4600-190	Charges and fees Passport	\$80,000.00	\$0.00	\$80,000.00	\$6,208.13	\$0.00	\$92,158.58	(\$12,158.58)	115%	\$0.00
4601-012	Sales Copy machine use	\$1,025.00	\$0.00	\$1,025.00	\$0.00	\$0.00	\$430.00	\$595.00	42%	\$0.00
4601-196	Sales Directory	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$767.78	\$132.22	85%	\$0.00
4601-197	Sales Map	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4601 Sales Totals		\$1,925.00	\$0.00	\$1,925.00	\$0.00	\$0.00	\$1,197.78	\$727.22	62%	\$0.00
4609	Miscellaneous public charges	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$12.00	\$138.00	8%	\$0.00
4700	Intergovt charges	\$100,000.00	\$0.00	\$100,000.00	(\$334.34)	\$0.00	\$48,103.35	\$51,896.65	48%	\$0.00
4900	Miscellaneous	\$300.00	\$0.00	\$300.00	\$40.00	\$0.00	\$496.00	(\$196.00)	165%	\$0.00
9002	Transfer in	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
9002-200	Transfer in HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
9002 Transfer Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
Department: 019 County Clerk Totals:		\$686,826.00	\$0.00	\$686,826.00	\$46,900.13	\$0.00	\$613,554.95	\$73,271.05	89%	\$0.00
<b>REVENUE Totals</b>		\$686,826.00	\$0.00	\$686,826.00	\$46,900.13	\$0.00	\$613,554.95	\$73,271.05	89%	\$0.00

<b>EXPENSE</b>										
<b>Department: 019 County Clerk</b>										
5100	Regular earnings	\$238,640.00	\$0.00	\$238,640.00	\$16,931.18	\$0.00	\$202,215.22	\$36,424.78	85%	\$0.00
5102	Paid leave earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-100	Paid leave earnings Paid Leave	\$0.00	\$0.00	\$0.00	\$1,285.13	\$0.00	\$13,716.43	(\$13,716.43)	+++	\$0.00
5102-200	Paid leave earnings Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-400	Paid leave earnings Casual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-400	Paid leave earnings Sick	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-500	Paid leave earnings Holiday	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-600	Paid leave earnings Other (funeral, jury duty, etc)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102-999	Paid leave earnings Accrual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5102 Paid leave earnings Totals:		\$0.00	\$0.00	\$0.00	\$1,285.13	\$0.00	\$13,716.43	(\$13,716.43)	+++	\$0.00
5103	Premium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5103-000	Premium Overtime	\$1,008.00	\$0.00	\$1,008.00	\$541.18	\$0.00	\$1,262.65	(\$254.65)	125%	\$0.00
5103-100	Premium Comp time premium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

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PRODUCTION \*Brown Co\* PRODUCTION

# Budget Performance Report

From Date: 1/1/2010 To Date: 11/30/2010

Account Number Fund: 100 GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE										
Department: 015 County Clerk										
5103-200	Premium Shift differential	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5103-300	Premium Holiday	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5103-000	Premium Totals	\$1,008.00		\$1,008.00	\$541.13		\$1,322.65	(\$254.65)	125%	\$0.00
5109-100	Salaries reimbursement	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110	Short term disability	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-100	Fringe benefits FICA	\$17,528.00		\$17,528.00	\$1,356.04		\$15,783.30	\$1,744.70	90%	\$0.00
5110-110	Fringe benefits Unemployment compensation	\$362.00		\$362.00	\$0.00		\$0.00	\$362.00	0%	\$0.00
5110-199	Fringe benefits Back pay	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-200	Fringe benefits Health Insurance	\$60,973.00		\$60,973.00	\$5,375.23		\$56,296.70	\$4,676.30	92%	\$0.00
5110-210	Fringe benefits Dental Insurance	\$4,152.00		\$4,152.00	\$461.08		\$4,573.16	(\$421.16)	110%	\$0.00
5110-220	Fringe benefits Life Insurance	\$715.00		\$715.00	\$88.62		\$677.79	\$37.21	95%	\$0.00
5110-230	Fringe benefits LT disability Insurance	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-235	Fringe benefits Disability Insurance	\$2,041.00		\$2,041.00	\$168.18		\$1,841.10	\$199.90	90%	\$0.00
5110-240	Fringe benefits Workers compensation Insurance	\$305.00		\$305.00	\$25.42		\$279.58	\$25.42	92%	\$0.00
5110-300	Fringe benefits Retirement	\$13,238.00		\$13,238.00	\$1,088.71		\$12,712.46	\$525.54	96%	\$0.00
5110-310	Fringe benefits Retirement credit	\$11,851.00		\$11,851.00	\$1,002.52		\$11,609.59	\$241.41	98%	\$0.00
5110-000	Fringe benefits Totals	\$141,165.00		\$141,165.00	\$9,535.80		\$130,773.63	\$10,391.37	93%	\$0.00
5300	Supplies	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5300-001	Supplies Office	\$6,000.00		\$6,000.00	\$587.19		\$5,323.62	\$676.38	89%	\$0.00
5300-003	Supplies Technology	\$2,900.00		\$2,900.00	\$0.00		\$2,737.00	\$163.00	94%	\$0.00
5300-004	Supplies Postage	\$10,000.00		\$10,000.00	\$799.08		\$6,438.63	\$3,561.37	64%	\$0.00
5300-000	Supplies Totals	\$18,900.00		\$18,900.00	\$1,386.27		\$14,499.25	\$4,400.75	77%	\$0.00
5303	Copy expense	\$4,700.00		\$4,700.00	\$191.75		\$1,393.56	\$3,306.44	30%	\$0.00
5304	Printing	\$2,608.00		\$2,608.00	\$0.00		\$1,531.62	\$1,068.38	59%	\$0.00
5304-100	Printing Forms	\$2,000.00		\$2,000.00	\$2,637.89		\$42,225.80	\$29,774.20	59%	\$0.00
5304-000	Printing Totals	\$74,600.00		\$74,600.00	\$2,637.89		\$43,757.42	\$30,842.58	59%	\$0.00
5305	Dues and memberships	\$220.00		\$220.00	\$0.00		\$145.00	\$75.00	66%	\$0.00
5306-100	Maintenance agreement Software	\$13,169.00		\$13,169.00	\$1,053.94		\$11,593.34	\$1,575.66	88%	\$0.00
5307-100	Repairs and maintenance Equipment	\$9,200.00		\$9,200.00	\$0.00		\$0.00	\$9,200.00	0%	\$0.00
5310	Advertising and public notice	\$86,000.00		\$86,000.00	\$20,674.83		\$74,281.46	\$11,718.54	86%	\$0.00
5330	Books, periodicals, subscription	\$830.00		\$830.00	\$29.22		\$872.06	(\$42.06)	105%	\$0.00

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**PRODUCTION \*Brown Co\* PRODUCTION**  
**Budget Performance Report**  
 From Date: 1/1/2010 To Date: 11/30/2010

Account Number	Account Description	Adopted Budget	Amendments	Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF											
<b>EXPENSE</b>											
<b>Department: 019 County Clerk</b>											
5340	Travel and training	\$2,300.00	\$0.00	\$2,300.00	\$6.00	\$0.00	\$0.00	\$680.74	\$1,619.26	30%	\$0.00
5370	Support Services	\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$1,485.00	\$3,870.00	28%	\$0.00
5395	Equipment - nonoutlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5410-400	Insurance Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5505	Telephone	\$2,700.00	\$0.00	\$2,700.00	\$201.31	\$0.00	\$0.00	\$643.10	\$2,056.90	24%	\$0.00
5600	Indirect cost	\$57,708.00	\$0.00	\$57,708.00	\$4,809.00	\$0.00	\$0.00	\$52,899.00	\$4,809.00	92%	\$0.00
5601-100	Intra-county expense	\$29,323.00	\$0.00	\$29,323.00	\$1,348.97	\$0.00	\$0.00	\$24,674.25	\$4,648.75	84%	\$0.00
5601-200	Intra-county expense	\$1,008.00	\$0.00	\$1,008.00	\$84.00	\$0.00	\$0.00	\$924.00	\$84.00	92%	\$0.00
5601-200	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5601	Intra-county expense Totals	\$30,331.00	\$0.00	\$30,331.00	\$1,432.97	\$0.00	\$0.00	\$25,995.25	\$4,335.75	84%	\$0.00
9003	Transfer out	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	92%	\$0.00
9003-100	Transfer out General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
9003	Transfer out Totals	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	92%	\$0.00
<b>Department: 019 County Clerk Totals:</b>											
EXPENSE Totals		\$686,826.00	\$0.00	\$686,826.00	\$63,216.47	\$0.00	\$0.00	\$576,316.16	\$110,509.84	84%	\$0.00
Revenue Totals:		\$886,826.00	\$0.00	\$886,826.00	\$46,900.13	\$0.00	\$0.00	\$613,554.95	\$73,271.05	89%	\$0.00
Expenditure Totals:		\$886,826.00	\$0.00	\$886,826.00	\$63,216.47	\$0.00	\$0.00	\$576,316.16	\$110,509.84	84%	\$0.00
Fund Totals: GF		\$0.00	\$0.00	\$0.00	(\$16,316.34)	\$0.00	\$0.00	\$37,238.79	(\$57,238.79)		\$0.00
<b>Fund: 802 Dog License</b>											
<b>REVENUE</b>											
4401	Licenses	\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
REVENUE Totals		\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
<b>EXPENSE</b>											
5300-004	Supplies Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5310	Advertising and public notice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5390	Miscellaneous	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.99	(\$0.99)	100%	\$0.00
5885	Payments to districts	\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,000.00	0%	\$0.00
9003	Transfer out	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
EXPENSE Totals		\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$2,500.99	\$30,999.01	7%	\$0.00
Revenue Totals:		\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
Expenditure Totals:		\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$2,500.99	\$30,999.01	7%	\$0.00
Fund Totals: Dog License		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,500.99)	\$2,500.99		\$0.00
Revenue Grand Totals:		\$720,326.00	\$0.00	\$720,326.00	\$46,900.13	\$0.00	\$0.00	\$613,554.95	\$106,771.05	85%	\$0.00
Expenditure Grand Totals:		\$720,326.00	\$0.00	\$720,326.00	\$63,216.47	\$0.00	\$0.00	\$576,316.16	\$141,509.85	80%	\$0.00
Grand Totals:		\$0.00	\$0.00	\$0.00	(\$16,316.34)	\$0.00	\$0.00	\$34,737.80	(\$34,737.80)		\$0.00